



**Recruitment Management System (RMS)
Upgrade Update**

Human Resources Directors,

RMS User Training for the upcoming PeopleAdmin 7 upgrade is scheduled for **February 11th and February 12th** at John Tyler Community College.

The User Training is designed for those who are agency key RMS users and use the RMS on a daily or frequent basis. Since space is extremely limited for the training event, we are asking agencies to identify the RMS key user to attend this training. This person will then be able to train other RMS users within your agency. Additional training will also be provided post-implementation that will showcase how to strategically use the new reporting features in PeopleAdmin 7.

Agencies with less than or equal to 200 employees should identify 1 RMS key user to register for the training. Agencies with greater than 200 employees should identify up to 2 RMS key users to register for the training. Registration and training details are highlighted below.

Schedule

- February 11th and 12th from 9:00 am to 12:00 noon, OR
 - February 11th and 12th from 1:00 pm to 4:00 pm
- * Participants should plan on attending one of these sessions.

Registration

Registration will be available through the Knowledge Center. To register:

- 1) Login to the Knowledge Center and go to the Learning Center tab.
- 2) Select Course Catalog and search the text for “RMS”.
- 3) Locate the course “DHRM RMS Upgrade—PeopleAdmin 7”.
- 4) Click on the Enroll button and follow the prompts.

* If you do not see this course in the Knowledge Center, please contact your Site Administrator.

Location

Training will be held at John Tyler Community College, Chester Campus, 13101 Jefferson Davis Highway, Chester, VA 23831. The class will be conducted in Moyer Hall, Room M218.

Directions are attached. Use the map to find any available general parking near Moyer Hall. Do not park in spaces designated for faculty.

Cancellations


The training sessions have limited space so it is important to attend the session for which you have registered. If you can not attend, we recommend sending a substitute attendee from your agency. Also, please note the attachment regarding weather related cancellations.

Expectations

The training will focus on instruction and practice in navigating the upgraded RMS including posting positions, screening applicant pools, updating statuses, and closing out positions. The training will also highlight some of the new features that will be available in the RMS. Please note that this training will include “hands-on” practice so be prepared to participate!

If you have any immediate and urgent questions, please email rmsinquiry@dhrm.virginia.gov.

Thanks!

 RMS Upgrade Team